

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)						1. Agency Position No. <b>13171</b>	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Orlando, FL</b>		5. Duty Station <b>Orlando, FL</b>	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Nonofficial Sensitive <input type="checkbox"/> 4 - Special Sensitive	
				13. Competitive Level Code <b>09AC</b>		14. Agency Use	
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management							
b. Department, Agency or Establishment							
c. Second Level Review							
d. First Level Review		<b>Life Cycle Project Director</b>		<b>GS</b>		<b>0301</b>	
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (If different from official title)				17. Name of Employee (If vacant, specify)			
18. Department, Agency, or Establishment <b>Department of the Army</b>				c. Third Subdivision <b>Field Operations &amp; Support</b>			
a. First Subdivision <b>ASA (ALT)</b>				d. Fourth Subdivision			
b. Second Subdivision <b>PEO STRI</b>				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor <b>Perman McIntosh</b> <b>APM, Live Training Division</b>				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature _____ Date <b>14 July 04</b>				Signature _____ Date _____			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position <b>Misc. Administration &amp; Program Series, GS-301, TS-34 Jan 79.</b> <b>Admin Analysis Grade Evaluations Guide, TS-98 Aug 90.</b> <b>Handbook of Occupational Groups &amp; Families, Aug 2002.</b>			
Typed Name and Title of Official Taking Action <b>David W. Manning, PM Field OPS</b>				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature _____ Date <b>16 Feb 07</b>							
23. Position Review		Initials		Date		Initials	
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks This is a developmental position training to the full performance level of Life Cycle Project Director, GS-301-11, PD. 13172. The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervisor and or commensurate with the grade of the position. Noncompetitive promotion is based on satisfactory performance, recommendation of the supv., the availability of funds, and work at the higher level. This is not a complete description without PD # 13172 attached. Non Critical Acquisition Position. The employee must meet DoD 5000.52-M requirement applicable to the duties of the position <span style="float: right;"><b>BUS 7777</b></span>							
25. Description of Major Duties and Responsibilities (See Attached)							

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